# Equality Impact Assessment

| Service Area<br>Education Service | Head of Service:<br>James Harris | Person responsible for the assessment:<br>Amanda B Davies | Date of Assessment<br>November 2012 | |
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| **Name of the function to be assessed:**<br>Proposed amalgamation of St Andrew's Infant School with St Andrew's Junior School into an all through 3 – 11 primary school on the same site, with effect from 1st September 2013 or as soon as possible thereafter. | | | **Is this a new or existing function** | Amalgamated primary school is a new function the Infant School and the Junior School are existing functions |
| **1. Briefly describe the aims of the function** | Proposed amalgamation of St Andrew's Infant School with St Andrew's Junior School and the establishment of a new all through 3 – 11 primary school on the same site, with effect from 1st September 2013 or as soon as possible thereafter.<br><br>The process of amalgamation of two schools and establishment of a new all through primary school involves: a full statutory consultation programme with a one month Formal Consultation period; followed by a month long Statutory Notice period where a statutory notice is published. If no objections are received during the statutory notice period the Cabinet Member for Education & Young People can take the decision to proceed, if there is an objection the Assembly Minister takes the decision to proceed. This proposal has been taken through an Formal Consultation period of one month, as part of the Statutory consultation process. The authority commences the Formal Consultation stage on 27th November 2012. | | | |

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| **2. Name any associated policy, function etc.** | School Organisation and POSP (Planning of school places)<br>21st Century Schools Programme – Strategic Outline Programme (SOP)<br>Children & Young People's Plan<br>Education Service Plan |
| **3. Who are the main stakeholders in relation to the function** | St Andrew's Infant School staff / pupils / parents / governors<br>St Andrew's Junior School staff / pupils / parents / governors<br>Proposed new amalgamated primary school staff / pupils / parents / governors<br>Community in the St Andrew's area and Lliswerry ward<br>St Andrew's Schools catchment area<br>Lliswerry High School<br>All schools within 2 miles of the St Andrew's school site |
| **4. Who performs the service?** | School Team, Governors and the School Council at St Andrew's Infant School and St Andrew's Junior School and the proposed new amalgamated primary school<br>Newport City Council (statutory consultation process, Admissions, Transport, School meals, Property services, Schools finance and Human Resources teams.) |
| **5. What outcomes are wanted from this function?** | A smoother transition from nursery, through the infant and into junior school year groups for all pupils.<br>A broader career base for the whole school team, working with pupils aged 3 – 11<br>An appropriate use of the school resources to ensure the property is used to its most effective and efficient capacity<br>A stable future for the school with 75 in each year group through the school |

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| **6. What factors/forces could contribute/detract from the outcomes?** | The proposal to amalgamate the two schools would create an appropriate use of the capacity of the two school sites with 75 in each year group.<br><br>In the event that the schools did not amalgamate, the Reception class would be restricted to accepting 66 pupils in September 2013.<br><br>The Junior school capacity allows for 76 in each year group, which means the school will have an increasing number of surplus places year on year and will create risks for the retention of the current number of staff. At the same time, the Junior School building would need to be heated and cleaned incurring overheads for a large school budget, providing a difficult financial outcome with reduced numbers of pupils in future years potentially only reaching 66 in each year group. |
| **7. Is full information and analysis of users of the service available?**<br><br>Please include future information gathering and analysis in your Equalities Action Plan | Information on pupils and staff is securely stored by Newport City Council and maintained by St Andrew's Schools for staff. Governor information is maintained by Governor Support Team, Newport City Council.<br><br>A shadow governing body will be formed during the Statutory notice phase to support the planning for the amalgamation. |

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| **8. What consultation has taken place?**<br><br>Please include future consultation in your Equalities Action Plan | A full statutory consultation period by Newport City Council will commence on 27<sup>th</sup> November 2012 and finish on 8<sup>th</sup> January 2013 – allowing for the Christmas break. On 27<sup>th</sup> November 2012 a set of meetings will be held with governors, staff and parents to launch the Formal Consultation.<br><br>A Formal Consultation Pack has been developed and is being issued routinely to all stakeholders, and is posted on the website.<br><br>Minutes of the meetings will be taken and posted on the website for review by the public. |
| **9. Are there concerns that the function _could_ have a differential impact due to:**<br><br>&bull; **Age\***<br>&bull; Gender<br>&bull; Disability<br>&bull; Race<br>&bull; Religion/belief<br>&bull; Welsh language<br>&bull; Gender reassignment<br>&bull; Marriage/civil partnership<br>&bull; Sexual orientation | **No – include detail**<br><br>It should be noted that there has been no issue raised either during consultation or received in correspondence to date that would suggest any detrimental or negative impact on any of the listed equality strands.<br><br>\* The education provision within the new amalgamated all through primary school will cover the age group currently served by the two separate schools and will also be hosted on the same site.  The proposed amalgamated all through primary school will be accessible by all pupils aged 3 – 11 under the current admission policy for parental preference by this authority, regardless of gender, disability, race, religion. |

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| **What existing evidence (either presumed or otherwise) do you have for this?** | Welsh Government has published the policy for local authorities to amalgamate all infant and junior schools into all through primary schools.  This is being delivered across Wales, and has been carried out by Newport City Council in six other primary schools in the last 8 years. |
| **10.  How will the function be monitored?** <br> Please include answer in your Action Plan | The relationship management between the Infant and the Junior schools and the community and the governors will be crucial. Opportunity for meetings and discussion between schools, governing bodies and parents are and will be encouraged.  Newport City Council is hosting a set of meetings to launch the Formal Consultation period on 27th November with governors, parents, and staff. <br><br> In addition, the usual channels of inspection will be included as part of any monitoring process – ESTYN, Key Stage results, School Advisory reports/school standards reports, etc. |
| **11. How will the impact of the function be evaluated?** <br><br> Please include answer in your Action Plan | The relationship between the schools will be continuously and closely monitored to ensure any negative effect is kept to a minimum and any issues will be addressed and resolved as they arise.  This will continue until any decision is taken to amalgamate the two schools. |

| Equality Action Plan | | | |
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| **Key Actions** | **Milestones (with dates)** | **Any associated Performance targets** | **Lead Officer(s)** |
| Actions to eliminate discrimination and promote equality on the grounds of: | | | |
| Age<br>Gender<br>Disability<br>Race<br>Religion/belief<br>Gender reassignment<br>Marriage/civil partnership<br>Sexual orientation | It is not anticipated that any negative impact will result from the new all through primary being established. The current Governing Bodies of the two schools, the Shadow Governing Body and then the new School Governing Body will have accountability for all pupils, staff and parents and will provide process and guidelines for the new primary school function. The school / community relationship can be monitored and reviewed as necessary.<br><br>All materials in the new school will ensure its suitability and accessibility for all children in the same way that the St Andrew's Infant and Junior schools currently deliver. | | Head teacher<br>Chair of Governors, Infant School<br>Chair of Governors, Junior School<br>Shadow Governing Body<br>Governor Support Team<br>Asst Head of Education (Planning), NCC |
| How will you get full information on service users | The two St Andrew's Schools hold data on pupils, staff and parents<br><br>Public meetings will be advertised and letters of invitation to key stakeholders will be handed out to parents and staff at each school | | Head teacher<br>Asst Head of Education (Planning), NCC |

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| What consultation will take place? | Informal Consultation meetings were held with governors, staff and parents – the minutes of those meetings have been posted on the website with an Informal Consultation Pack.<br><br>Formal Consultation meetings will be held on 27th November 2012 with governors, staff and parents – the minutes of those meetings will be posted on the website with a Formal Consultation Pack.<br><br>If the decision is taken to move to Statutory Consultation stage, a Statutory Notice will be posted in the local press, in the Pharmacy, on the school gates and in other locally recognised places. | | Head teacher<br>Asst Head of Education (Planning), NCC |
| How will the policy be monitored, evaluated and reported? | Head teachers / governors monitoring of the delivery of an amalgamated school function. Usual monitoring and performance measures will be employed following amalgamation | | Head teacher<br>Asst Head of Education (Planning), NCC |
| How will the impact of the policy be evaluated? | Current and future number on roll – comparative analysis; parent / staff comments; governors reports; school grades; future Estyn inspection | | Head teacher<br>Asst Head of Education (Planning), NCC |

| | results; reputation of the school | | |
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| | Analysis of standard/existing performance measures | | |
| Does the EIA need be repeated in 6 months/ a year ? | No, as this EIA allows for an amalgamated school to be established. | | Head teacher<br>Asst Head of Education (Planning), NCC |

Signed (lead officer)

_NS Daniel_

Signed (Head of Service)

_James Harris._